



# Registration Instructions

## FROM THE MISSOURI ATTORNEY GENERAL'S OFFICE

Before completing any form, please carefully read these instructions.

1. Type or legibly print in black ink each response.
2. Respond to all questions. If a question is not applicable, state this and specify the reason. Incomplete statements or unanswered questions may result in an ineffective registration.
3. Attach additional pages if more space is needed for answers. Reference the question being answered on the top of each page.
4. Once the form is completed, the person providing the information and signing the registration statement must have the statement and signature notarized before filing it with the Attorney General's Office.
5. Attach a money order, cashier's check or personal check for each form submitted except for the solicitor registration statement. Make the check payable to the "Merchandising Practices Revolving Fund." The fees are:

Charitable organization initial registration statement	\$15
Charitable organization annual report form	\$15
Professional fundraiser initial registration statement	\$50
Professional fundraiser renewal application	\$50
Solicitor registration statement	No fee

6. Mail forms and checks to:

Missouri Attorney General's Office  
Attention: Kimberly Haddix  
PO Box 899  
Jefferson City, MO 65102

Registration is effective once you have been notified that the forms and checks have been received, in their proper form, by the Missouri Attorney General. If you have any questions, please contact registration specialist Kimberly Haddix at 573-751-1197.

### **Additional instructions for solicitor for professional fund-raising organizations form**

A solicitor is defined by the Missouri Charitable Organizations and Solicitations Law, 15 CSR 60-3.010, Section 1(F), as "any person employed or contracted by a professional fundraiser organization, in a temporary or permanent position, to solicit funds for any charitable organization or for any charitable purpose." As stated in 15 CSR 60-3.060, Section 5(C), "It shall be the responsibility of each professional fundraiser organization to provide SOLICITOR EMPLOYMENT STATEMENTS to each solicitor upon employment. The professional fundraiser organization shall return this completed statement to the Attorney General's Office within ten days after the solicitor is hired."

Be sure to include the name of the professional fundraising organization and its file reference number on each solicitor registration statement.

Solicitor statements, in their proper form, will be effective upon receipt by this office and will be retained in the professional fundraising organizations registration file. This form may be copied or you may request copies from the Attorney General's Office.